



Code: 0832

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Stenographic and Typing

CLASS TITLE: PERSONAL COMPUTER OPERATOR II

CHARACTERISTICS OF THE CLASS

Under supervision, operates a personal computer to create printed documents of moderate complexity or databases and spreadsheets, and performs related duties as required

ESSENTIAL DUTIES

- Operates a personal computer to produce printed documents (e.g., correspondence, numerical reports, graphs, charts)
- Uses intermediate level software menu selections to perform a variety of functions (e.g., changes to print style, format, unusual layouts, graphic enhancements)
- Types information from longhand, rough drafts, printed copies, or other medium using a personal computer
- Compares data displayed with source document
- Edits material entered previously and stored on disks by inserting or deleting portions of data or text
- Selects options to print documents
- Proofreads copies for accuracy and completeness and by referring to standard office reference materials
- Organizes files on disks and labels them for orderly retrieval
- Scans documents and pictures, as needed
- Maintains an inventory of personal computer supplies
- Ensures that all equipment is in good working condition
- Assists staff in the operation of personal computer equipment
- Performs basic clerical duties (e.g., filing, retrieving documents, photocopying, typing, collating, answering telephones, providing information to the public)

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- One year of experience in operating personal computer equipment and using standard personal computer software packages

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *clerical methods, practices, and procedures
- *applicable computer software packages and applications (e.g. Microsoft Word, Excel, Power Point)
- *English language spelling, punctuation, and grammar
- *alphabetical or numerical classification of information

Knowledge of applicable City and department policies, procedures, rules and regulations

Other knowledge as required for successful performance in the Personal Computer Operator class series

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, or approaches to problems

Other skills as required for successful performance in the Personal Computer Operator class series

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other abilities as required for successful performance in the Personal Computer Operator class series

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges

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- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Personal Computer Operator class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2010